



DEPARTMENT OF THE ARMY
HEADQUARTERS, I CORPS AND FORT LEWIS
BOX 339500
FORT LEWIS, WASHINGTON 98433-9500



REPLY TO
ATTENTION OF:

13 NOV 2001

AFZH-RM (100)

POLICY STATEMENT #26

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Conditions of Local Travel at Temporary Duty (TDY) Site

1. References.

- a. Joint Federal Travel Regulation (JFTR), Volume 1, Uniformed Service Members.
- b. Joint Travel Regulation (JTR), Volume 2, Department of Defense Civilian Personnel.
- c. Army Regulation 600-8, Military Orders, 28 October 1994.
- d. Temporary Duty Travel Guide, Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures, December 1996.
- e. Military Training Specific Allotment Handbook (MTSA), February 1999.
- f. SECARMY Memorandum for Principal Officials of Headquarters, Department of the Army, Subject: Policy for Travel by Department of the Army Officials, dated 8 January 2001.

2. Applicability. This policy applies to all military and civilian employees within I Corps and Fort Lewis on official travel during Permanent Change of Station (PCS) as well as military personnel attending service schools in a temporary duty (TDY) status using Military Training Specific Allotment (MTSA) funds or unit funding.

3. Policy.

a. Lodging and meal reimbursement entitlements while TDY are paid based on order preparation remarks, the JFTR and the JTR. Guidelines and rules are included in Fort Lewis Regulation 1-8.

b. Reimbursement is authorized for travel expenses at the school site when government transportation is not available or its use is impracticable. The use of taxicabs (local travel in and around TDY station) will be authorized IAW reference 1a and 1b. The approving official may authorize/approve a special conveyance to and from the duty location when advantageous to the government. A cost comparison should show the special conveyance (rental car) is more economical to the government as addressed in the JTR and JFTR. The traveler's personal preference or minor inconvenience shall not be the basis for authorizing/approval special conveyance use. Car rentals will be shared whenever possible. References may be found on the

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Internet for the JFTR and per diem rates (<http://www.dtic.mil/perdiem/jftr.html>), JTR (<http://www.dtic.mil/perdiem/jtr.html>), airfare rates (<http://www.fss.gsa.gov/citypairs/index.cfm>) and rental car rates (<http://www.fedtravel.com/gsa/default.asp>).

c. Commanders and directorates must accurately review official travel orders and, when applicable, designate the specific installation as the duty location on all travel orders. We want to ensure maximum use of Army installations' available government lodging facilities before directing official travelers to lodging in nearby locales when duty is to be performed at the installation.

d. It is I Corps and Fort Lewis policy that transportation assets be vigorously managed to prevent the misuse or perception of misuse of official travel. All official travel must be directly and clearly related to mission accomplishment. Vigorous oversight of official travel also reduces the overall mission cost and ensures that the mission is accomplished in the most effective and efficient manner possible and appropriate under the circumstances.

4. Responsibilities. MTSA managed funds are requested through two different channels depending on the category of TDY. Deputy Chief of Staff for Resource Management (DCSRM), Budget Team, and monitors fund availability for all MTSA. For TDY in conjunction with permanent change of station (PCS), the Adjutant General processes the TDY utilizing official orders on the Format 400. Adjutant General, Reassignments Section will approve rental cars and in and around mileage by exception when the school is in conjunction with PCS. Department of Army, Personnel Command (PERSCOM) will indicate on officer request for orders (RFO) and enlisted assignment instructions if the soldier is authorized a rental car and in and around mileage. The DCSRMBudget Team monitors fund availability for all other school TDYs. All TDYs are processed by the major subordinate commands (MSCs), directorates, or special staff sections utilizing the DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel). Signatures for requesting officials, approving officials, and order authorizing officials will vary depending on what agency processes the TDY. Signatures in blocks 17, 18, and 19 of DD Form 1610 will be in IAW reference 1c and local Fort Lewis procedures as follows:

a. Traveler. Traveler is responsible for verifying availability of lodging, meals, and local transportation. Travelers will report discrepancies between entitlements authorized on their travel orders and services actually available at the TDY location to the approving official. All travelers must call central reservations to obtain billeting or nonavailability statements. Call 1-800-GO-ARMY-1 or 1-800-462-7691.

b. Requesting Official. The requesting official is normally the traveler's supervisor or a person who has full knowledge of the purpose and requirements of the travel. This official ensures that the travel is required and that all entitlements and special authorizations are essential to the mission.

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c. Approving Official. The approving official is normally the person at the next higher level in the chain of command to the requesting official and shares the same accountability as the requesting official. Approving officials may use MTSA funds for rental cars when it has been determined that it is the most cost effective means of transportation. The approving official ensures that the costing is reasonable, entitlements are authorized, and travel orders are amended as required on the DD Form 1610. The approving official must determine whether a rental car will be authorized based on a cost-benefit analysis IAW the JFTR. It should be stressed that rental cars should only be authorized when cost effective. If a rental car is authorized using MTSA funds, it must be annotated in the Format 400 or block 16, Remarks, on the DD Form 1610 to ensure funding is obligated correctly.

d. Authorizing Official. The MSCs, directorates, and staffs administrative sections are normally the designated authorizing office. The order authorizing official ensures that costing is reasonable, that entitlements are authorized under governing regulations, and that block 19 of DD Form 1610 has been signed by the appropriate official of a designated representative who certifies that funds are available. This official also ensures that the order is properly distributed.

5. Procedures. All official travel arrangements and reservations will be made through the contracted official commercial representative for the Army, currently Carlson Wagonlit Travel. Only government-related travel will be booked through the Commercial Travel Office. The booking of personal travel, including personal travel in conjunction with official travel, is the responsibility of the individual. Individuals who do not use the Commercial Travel Office for their official travel reservations risk not being compensated for their travel expenses.

a. Use of the Contract Carrier. To the maximum extent possible, individuals traveling via official travel will use the contract commercial carrier (city-pair program). The exceptions to travel by other than the contract carrier are extremely limited. For example, a travel by other than the contract carrier may be allowed if the non-contract carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the government, to include the combined costs of transportation, lodging, meals, and related expenses. Travel by non-contract carrier may also be allowed when space or scheduled flights are not available in time to accomplish the purpose of the travel. In this instance, a commander or supervisor in the chain of command or supervision in the grade of LTC/GS-11 or higher will certify in writing to the Joint Transportation Directorate (JTD), Personnel Movement Branch, co-located with Carlson Wagonlit Travel that space on scheduled contract carrier flights are not available to meet the mission. The Chief, Personnel Movement Branch monitors the activities of the contractor (Carlson Wagonlit Travel) as the government Contracting Officer's Representative (COR) and is the decision authority with regard to commercial travel entitlements. Carlson Wagonlit Travel cannot make such decisions. Use of a non-contract carrier is not permitted merely to accommodate the personal

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preference of the traveler or to obtain travel benefits (frequent flier miles, etc.) from any one specific carrier.

b. **Classes of Travel.** The primary mode of transportation used for official air travel will be commercial coach class. Travel by premium class (less than first class) may be authorized in extremely limited circumstances. For example, such travel may be allowed when necessary to accommodate a member's disability or other physical impairment substantiated in writing by a competent medical authority. Travelers requesting such travel accommodations must present proper medical documentation to the Personnel Movements Branch at the time travel reservations are made to allow review of the medical documentation. Another situation in which premium class travel may be authorized is when no space is available in coach and travel is so urgent it cannot be postponed. In this situation, a commander or supervisor in the chain of command or supervision in the grade of LTC/GS-11 or higher must certify in writing that the travel is so urgent that it cannot be postponed. Travelers will be advised that this would be an exception to policy. The Secretary of the Army is the sole approval authority for first-class official travel. All requests for use of first-class travel will be submitted thru the Commander, I Corps and Fort Lewis. Note: When an airline flight has only two classes of accommodations, the higher class, regardless of the term used for that class, is considered to be first-class.

c. **Frequent Flier Miles.** Frequent Flier Miles earned from official travel are the property of the United States government and may not be used for personal travel.

6. Officials who sign DD Form 1610 will be prepared to explain the reasonableness of their action to request, approve, and authorize orders for the expenditure of government funds. By signing DD Form 1610, officials verify that the TDY travel is reasonably justified (subject to audit or inspection). Order requesting, order approving, and order authorizing officials will use the pertinent guidelines listed in AR 600-8, paragraph 12-11, subparagraph a - o, to ensure effective and efficient use of travel funds.

7. Before travel vouchers are submitted for payment, the traveler's commander or supervisor or designated representative will review the DD Form 1351-2 (Travel Voucher and Subvoucher) as required by AR 37-106 paragraph 1-21b.1. The purpose of this review is not to compute the payment but ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on DD Form 1610.

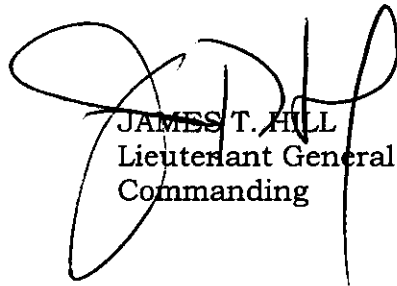
8. **Expiration Date.** This policy remains in effect until canceled or superseded.

9. **Proponent.** The Deputy Chief of Staff, Resource Management is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the DSCRM budget office at 967-0983.

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10. This policy statement will be posted on all official bulletin boards.



JAMES T. HILL
Lieutenant General, USA
Commanding

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